

**The Constitution of the Faculty Senate
of
Chattanooga State Technical Community College
Chattanooga, Tennessee**

Adopted May 7, 1980 (Amended: Winter, 1986; Fall, 1986; Spring, 1988; Spring, 1990; Spring, 1991; Spring, 1992; Spring, 1993, Fall 1998, Spring 1999) (Revised: Spring 2001) (Annotated: Spring 2005)

Article I - Name of Organization	2
Article II - Purpose	2
Article III – Membership	2
Members	2
Duties and Privileges	2
Article IV - Officers	3
Succession	3
Nominations and Elections	3
Absentee Ballot	4
Terms of Office	5
Recall Elections	5
Vacancies	5
Duties and Privileges	6
Article V - Rules of Order and Conduct	8
Meetings	8
Rules of Order	9
Article VI Faculty Council	10
Purpose	10
Objectives	10
Membership	10
Rules of Order and Conduct	12
Article VII Committees	14
Standing Committees	14
Officers	14
Members	17
Rules of Order	19
Committees	21
Academic Standards	22
Adjunct	23
Advising	24
Credit for Life Experience	24
Curriculum	25
Developmental Studies Subcommittee	27
Screening Subcommittee	28
Distributed Education	29
Faculty Appeals	31
Faculty Handbook	32
Fellows Selection	32
General Education	34
Honors Advisory	35
Patents and Copyrights	36
Professional Development	37
Reasonable Academic Accommodations	38
Student Appeals	39
Tenure and Promotion	40
Ad Hoc Committees	41
Article VIII Amendments	41
Article IX Referenda	42
Article X Dissolution	43
Article XI Indemnity	43

Article I: Name of Organization

This organization will be known as the Faculty Senate of Chattanooga State Technical Community College (referred to hereinafter as the Faculty Senate or as the Senate).

Article II: Purpose

The purpose of the Faculty Senate will be to serve as the body to convey to the College President the faculty's opinions and recommendations regarding matters of interest, especially those related to the mission and the academic integrity of the college. The Tennessee State Board of Regents (hereinafter referred to as TBR) recognizes that “. . . faculty have a primary interest in academic affairs, including curriculum, program changes and development, and admission and graduation requirements . . . ” and “. . . a direct interest in both student and academic affairs.” The Faculty Senate will serve as the primary organization by which the faculty can “. . . participate in and make recommendations concerning the formation of policies and programs relating to student and academic affairs” (TBR Policy 1:03:10:00). The Senate provides a forum for the building and expression of the consensus of its members in these situations of interest and/or concern to faculty. The Faculty Senate will take an active, meaningful role in the shared governance of the college, generating proposals as well as reacting to initiatives from other parts of the campus community. The Senate will regularly confer with the administration of the College, making appropriate recommendations, and report directly to the College President.

The Faculty Senate is subject to the policies and procedures of TBR and the College and will be consistent with those policies and procedures.

Article III: Membership

Section 1: Members

The members of the Faculty Senate will consist of:

- all full-time faculty and teaching laboratory technicians, including department heads, whose major responsibility is teaching and advising students and evaluating student performance and
- Senior Affiliate Faculty who are participating in the Post Retirement Service Program. Because of their important service to the College, adjunct faculty and retired faculty are welcome to attend Faculty Senate meetings and participate in discussion. However, only members of the Faculty Senate have voting privileges.

Section 2: Duties and Privileges

Each member of the Faculty Senate should:

- be conversant with the Faculty Senate Constitution and with general rules of order as explained in the current edition of *Robert's Rules of Order Newly Revised*.
- attend all meetings of the Faculty Senate
- read and review Senate minutes and other Senate correspondence
- debate motions and participate in general discussion
- assist in meeting Senate objectives, including service on Senate committees
- represent the Faculty Senate on college-wide and administrative committees

- represent his or her division or area

Each member of the Faculty Senate has the right to:

- make and second motions before the Faculty Senate
- appeal decisions made by the Faculty Senate
- vote in Senate meetings and elections

Article IV: Officers

Section 1: Succession

The officers of the Faculty Senate will be President, Vice-President, Secretary, and Parliamentarian. Only members of the Faculty Senate may serve as officers of the Senate. The President, Vice President, and Secretary will be elected from the Senate membership and must be tenured. Senate members are encouraged to elect those to the office of President who are fully promoted (c.f., an Associate Professor who is not pursuing a doctoral degree). The Senate President will appoint a Parliamentarian from the membership of the Senate. The President of the Faculty Senate will be eligible to run for a second term of office, against other eligible candidates, without a break of service. The Vice-President, Secretary and the Parliamentarian may succeed themselves.

Section 2: Nominations and Elections

The Senate President will appoint a Nominating Committee from members of the Faculty Council. The Nominating Committee will consist of not fewer than three nor more than five members who will choose a chair from among themselves. No more than one member from any division may serve on the Nominating Committee.

No later than the second meeting of the Faculty Senate for the spring semester, the Senate President will announce the names of the Nominating Committee.

The Nominating Committee will present a slate of at least two nominees for each office. The report of the Nominating Committee will be submitted in writing, and copies will be distributed to all members of the Senate at least one week prior to the election meeting.

Election of officers for the Faculty Senate will take place at the last Senate meeting prior to the end of the spring semester. Additional nominations will be solicited from the floor before proceeding with voting. Such nominations will have prior consent of the nominee.

The Senate President will appoint two individuals who are not Senate officers nor under consideration for Senate office to act as tellers.

Election to office will be determined by secret ballot from votes cast by those present at the election meeting and votes cast by absentee ballot. Election to office will be by majority vote of the votes cast. The tellers will announce the names of those elected to office prior to the close of the election meeting.

If in any election for officers of the Faculty Senate no candidate has received a majority, then there shall be a run-off election between the candidate with the most votes and the one or more candidates with the same or next highest vote total. This run-off election shall be held by a referendum in accordance with the rules established in Article IX.

In case this election by referendum does not result in any candidate receiving a majority, the Faculty Council shall decide the election by a 2/3 majority of all sitting Council members.

Section 3: Absentee Ballot

Paragraph 1: Policy

A faculty member will be allowed to cast an absentee ballot for the election of Faculty Senate officers under the following circumstances:

- illness or injury that prevents the faculty member from attending the designated Faculty Senate meeting for the election of officers,
- jury duty or court appearance,
- medical appointments,
- classes or laboratory sections (including clinicals) scheduled to meet at the same time as the designated Faculty Senate meeting,
- off-campus assignments which would make it impractical for the faculty member to return to the main campus for the Senate meeting, or
- Professional Development activities approved by the College.

Paragraph 2: Procedure

At least one week prior to the Faculty Senate election, the Secretary of the Faculty Senate will distribute absentee ballot forms and balloting signature forms to all Faculty Senate officers and Council representatives. These ballots will make provision for write-in candidates as well as those presented by the Nominating Committee.

The faculty member will obtain a ballot from her/his division representative or from an officer of the Faculty Senate, vote for a single individual for each office, and place the ballot into an envelope.

In the presence of the voting faculty member, the Council representative or officer will seal the envelope and place her/his signature across the flap of the envelope.

The faculty member will then sign the balloting signature form.

All absentee ballots must be completed at least three (3) hours prior to the election meeting.

All absentee ballots and signature forms will be turned over to the President of the Faculty Senate or her/his designated representative immediately prior to the Faculty Senate meeting. This individual will verify that the number of signatures and number of ballots correspond.

When ballots from the election meeting are counted, all envelopes will be opened by the tellers and the ballots tallied in the same manner as those from the meeting. No envelope will contain more than one ballot.

Paragraph 3: Validity

Any absentee ballot not meeting the above conditions will be considered null and void.

Section 4: Terms of Office

Officers of the Faculty Senate will serve terms of one year commencing the day after spring graduation exercises of the semester in which they are elected to office and ending the following year on the day after spring graduation exercises when their successors take office.

Section 5: Recall Elections

Paragraph 1

Any officer of the Senate may be removed from office by a recall election.

Paragraph 2

To become effective, a proposed resolution requesting a recall election must:

- be recommended in writing and signed by at least ten percent of the Faculty Senate,
- be submitted to the Faculty Council at a regularly scheduled meeting of the Council,
- be submitted in writing with the Faculty Council recommendations to the Faculty Senate membership at least ten days prior to the meeting at which it is to be considered, and
- be approved by a three-fourths vote of the Senate members present at the next regular or called meeting.

Upon approval of the resolution, the election to fill the vacancy will be held at that meeting, and upon completion of the election process (following the rules for Senate elections), the newly elected officer will immediately assume office.

Section 6: Vacancies

Paragraph 1: President

In the event of a vacancy in the office of President of the Faculty Senate for any reason other than by recall, the Vice-President will complete the President's term of office.

Paragraph 2: Vice-President

Should there be a vacancy in the vice-presidential position, the Faculty Council may make a recommendation regarding a replacement to complete the term of office, with approval of the Faculty Senate.

Paragraph 3: Secretary

In the event of a vacancy in the office of Secretary, the Senate will elect a person who is a member of the Faculty Senate to fill the unexpired term

Paragraph 4: Parliamentarian

In the event of a vacancy in the office of Parliamentarian, the Senate President will appoint a member of the Senate to fill the unexpired term.

Section 7: Duties and Privileges

Paragraph 1: President

The Faculty Senate President will:

- serve as advocate for the faculty to the administration and College President
- serve as liaison between the faculty and the administration and College President (When the Senate President's roles of liaison and advocate are in conflict, the role of advocate has precedence.)
- be conversant with the Senate Constitution and general parliamentary procedure
- preside over Senate and Council meetings
- prepare the agenda for Senate and Council meetings
- meet regularly with the College President and Vice President of Academic Affairs to present Senate concerns
- serve on the College President's Executive Staff and the Vice President of Academic Affairs Cabinet
- manage Senate finances
- allocate Senate funds for the purchase of equipment, supplies, or incidentals needed to meet Senate objectives and perform Senate business
- appoint committee chairs or chairs-elect to Senate committees
- review volunteer lists for Senate committees, making recommendations to committee chairs
- establish ad hoc committees as needed
- assist at graduation in recognizing graduates and disbursing diplomas and certificates
- perform other duties related to the office of president as required by the Faculty Senate, Faculty Council, college administration, or TBR, or as prescribed by the Faculty Senate Constitution or that are in the interests of responsible and effective parliamentary leadership
- to use "general consent" (Form: "If there is no objection, we will . . ." If an objection arises, the matter must be put to a vote.)
- vote only in the event of a tie

Paragraph 2: Vice-President

The duties of the Vice-President shall include, but not be limited to:

- preside over meetings in the absence of the Faculty Senate President.
- attend Executive Staff meetings as advocate and liaison for the faculty.
- attend weekly meetings with College President, and Academic Vice President as advocate and liaison for the faculty.
- attend administrative and/or budget meetings as requested by the Senate President.
- serve as press secretary for the Senate working with the marketing department to publicize faculty accomplishments and recognitions.

- work with the fund development office to raise funds for faculty professional development.
- review minutes of all Faculty Senate meetings and committee meetings and arrange meetings as needed.
- chair ad hoc committee(s) or task force(s) on request of the Senate President
- be conversant with the Senate Constitution and general parliamentary procedure
- advise the Senate President
- vote in Council and Senate meetings and elections

Paragraph 3: Secretary

The Faculty Senate Secretary will:

- take minutes of each meeting of the Faculty Senate and Faculty Council
- distribute Senate and Council minutes to Senate and Council members respectively and to the College President, vice presidents, and deans
- be conversant with the Senate Constitution and general parliamentary procedure
- maintain Senate, Council, Senate Committee, and other archives
- maintain e-mail distribution lists for the Faculty Senate, Faculty Council, Faculty Senate Standing Committee Chairs, and other such lists as needed
- assist with committee assignments
- -maintain membership rosters for all Senate committees
- -poll faculty and campus organizations for volunteers to faculty committees
- -collate and distribute lists of volunteers to faculty committee chairs
- -poll faculty for volunteers for college-wide committees
- -collate and distribute volunteer lists to the individual(s) or organization in charge of overseeing college-wide committees
- vote in Senate and Council meetings and elections
- perform other duties as required

Paragraph 4: Parliamentarian

The Faculty Senate Parliamentarian will:

- be thoroughly conversant with the Senate Constitution and general parliamentary procedure as explained in the current edition of *Robert's Rules of Order Newly Revised*.
- advise the Senate officers, Council, Senate committees, and Senate members of parliamentary procedure
- during Senate and Council meetings, inform the Senate President “as inconspicuously as possible” of “any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm” the current edition of *Robert's Rules of Order Newly Revised*

- maintain a position of impartiality, only voting in the case of a ballot vote and serving in no other Senate position

Article V: Rules of Order and Conduct

Section 1: Meetings

Meetings of the Faculty Senate are not public. Individuals who are not members of the Faculty Senate may, however, attend by invitation of the Faculty Senate officers or by invitation of the Faculty Council.

Paragraph 1: Regular Meetings

The Faculty Senate will meet at least once each month. The Faculty Senate President may elect to cancel a meeting if warranted. The Faculty Senate President will be responsible to determine the number, time, and length of meetings held each semester. The Faculty Senate Secretary will be responsible to inform members of the dates, times, and places of each Senate meeting.

Paragraph 2: Special/Called Meetings

The Faculty Senate officers or the Faculty Council may call a special meeting of the Faculty Senate. The Senate membership must be notified of the meeting, in writing, at least two (2) working days in advance of the meeting. Written notification may take the form of a paper memo sent to each Senate member or may be in the form of an e-mail notification combined with posted notifications in each division office and off-campus location.

A special or called Faculty Senate meeting may be held via any technological services available to the institution, including but not limited to newsgroups, e-mail, or closed circuit television; however, no matters requiring a vote may be resolved in such a meeting.

Paragraph 3: Cancellation/Rescheduling

In the event that a meeting must be cancelled or rescheduled, the Senate officers will notify the Senate membership of the change at least two (2) working days in advance of the rescheduled meeting. Notification may take the form of a paper memo sent to each Senate member or may be in the form of an e-mail notification combined with posted notifications in each division office and off-campus location.

A rescheduled Faculty Senate meeting may be held via any technological services available to the institution, including but not limited to newsgroups, e-mail, or closed circuit television; however, no matters requiring a vote may be resolved in such a meeting.

Paragraph 4: Minutes

Copies of Senate minutes will be distributed via e-mail to the College President, the College vice-presidents, deans, and Senate members. Senate members may request a paper copy of minutes by notifying the Senate secretary.

Paragraph 5: Actions/Resolutions/Reports

The Faculty Senate President is responsible for overseeing the execution of all actions approved by the Faculty Senate. The Faculty Senate President will be responsible to communicate, in writing, all Senate resolutions and/or reports to the appropriate persons responsible for action.

Paragraph 6: Pursuance

The Faculty Senate President will meet with appropriate members of the College community relative to Senate discussion, actions, or resolutions and report to the Faculty Senate decisions made, actions taken, policies established, outcomes predicted, or consequences determined.

Section 2: Rules of Order

Paragraph 1: Order of Business

The Senate President is responsible to set the order of business; however, the Senate President must allow for the introduction of new business. In the interest of time, because of the complexity of an issue, or in order to allow time for research, the President or the Senate membership may choose to table any new business introduced; however, any items so tabled must be the first order of business at the next regularly scheduled Senate meeting.

Paragraph 2: Quorum

The quorum for a Faculty Senate meeting consists of those members in attendance at the meeting.

Paragraph 3: Voting Rules

Passage of all motions and resolutions requires approval by a majority of the voting Senate membership present in the meeting. A majority is defined as "more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present". (The current edition of *Robert's Rules of Order Newly Revised*)

Voting in a Senate meeting may be by voice, by show of hands, or by ballot.

Any member present may move that the vote on a motion be by ballot. In a ballot vote, the Senate President will appoint two members of the Senate who are not Senate officers to serve as tellers.

Any member present may move that a vote be taken by referendum. The motion to vote by referendum must be seconded and must proceed according to the rules pertaining to the holding of referenda (Article IX).

There can be no Faculty Senate vote by e-mail.

Paragraph 5: General Rules of Order

The Senate Parliamentarian will serve as advisor to the Senate President on matters of parliamentary procedure and constitutionality. In the interests of collegiality, Senate meetings are conducted informally under the leadership and guidance of the Faculty Senate President following the specific rules of order contained in the Faculty Senate Constitution and taking as their general guide to rules of conduct, the current edition of *Robert's Rules of Order Newly Revised*. Although bound by the Faculty Senate Constitution, the Senate President is not bound by Robert's Rules of Order. However, the Senate President is responsible to act in the best interests of fair, responsible,

and effective parliamentary leadership. If the Senate membership judges that the Senate President is not leading in the best interests of fair, responsible, and effective parliamentary leadership, the membership, by a majority vote of those present, can require the meeting to be held according to Robert's Rules of Order where those rules are not in conflict with the direct provisions of the Faculty Senate Constitution.

Article VI: Faculty Council

Section 1: Purpose

The Faculty Council is the executive board of the Faculty Senate. The Council is responsible for the promulgation and implementation of policies and actions decided by the Faculty Senate. The Council acts routinely on behalf of the Faculty Senate, but its decisions are subject to the will of the Senate. In matters involving the administration of Senate activities, including the appointment of chairs and approval of committee members, the Council acts independently of, but on behalf of, the Faculty Senate. Actions of the Council are subject to the approval of the Senate, and any decision made by the Council may be overruled or amended by a majority vote of the Faculty Senate at any regular or properly called meeting.

Section 2: Objectives

The Faculty Council:

- discusses issues, proposes actions, and makes recommendations relative to academic, faculty, and student affairs confronting the College
- makes recommendations to the College President regarding faculty concerns
- advises the College administration regarding policies, procedures, and actions which affect the members of the Faculty Senate
- functions as intermediary between the administration and the faculty
- advances policies and procedures relative to the concerns and objectives of the Faculty Senate
- as appropriate, implements policies and procedures approved and/or established by the Faculty Senate
- oversees the functions, activities, and memberships of Faculty Senate committees
 - reviews for approval the appointments of committee chairs
 - reviews for approval faculty memberships on committees
 - reviews committee recommendations and actions
 - hears summary reports of committee activities

Section 3: Membership

Paragraph 1: Composition

The Senate officers will serve in their respective positions on the Faculty Council. In addition, the retiring Faculty Senate President and representatives from the Academic Divisions will serve as members. For purposes of determining the membership of the Faculty Council, the Senate shall have the power to define the structure of the divisions with a 2/3 majority vote. This power shall include the ability to interpret archaic references to divisions and departments on a case by case basis. This shall in no way be construed as empowering the Senate to administratively restructure

the college. Representatives to the Faculty Council must be active members of the Faculty Senate. Provision is also made for an adjunct faculty member to serve as an ex-officio, non-voting member of the Council.

Paragraph 2: Nomination

The Senate membership in each division or area will be responsible to nominate and elect two representatives to the Faculty Council. Nominations and elections should be held at the end of the spring term or during the first division meeting of the academic year.

Paragraph 3: Term

Division and area representatives to the Faculty Council serve a maximum term of two years. In order to promote collegiality and shared leadership, divisions or areas are discouraged from electing representatives to consecutive terms.

Paragraph 4: Recall

The Senate membership of any division or area may recall its representatives to the Faculty Council. The decision to recall a representative must be by majority vote of the Senate members of the representative's division or area.

Paragraph 5: Vacancies

In the event that a Council representative seat is vacant, the Faculty Senate members of that representative's division or area should elect a new representative from among the Senate members of that division or area.

Paragraph 6: Duties and Responsibilities

Each member of the Council should:

- be conversant with the Faculty Senate Constitution and with general rules of order as explained in the current edition of *Robert's Rules of Order Newly Revised*.
- attend all meetings of the Faculty Senate and Council
- read and review Senate and Council minutes and other Senate and Council correspondence
- debate motions and participate in general discussion
- assist in meeting Senate and Council objectives
- communicate Council decisions and discussions in a timely manner to his or her division
- post Council agendas, announcements, and communiqués for review by the Senate members in his or her division or area
- be available to hear the individual concerns of the members of his or her constituency and communicate those concerns to the Faculty Council
- represent his or her division or area

Each member of the Council has the right to:

- make and second motions before the Faculty Council

- appeal decisions made by the Faculty Council
- vote in Council meetings and elections

Paragraph 7: Faculty Sub-council Representative

The Faculty Council shall, when necessary, at a regularly scheduled meeting in the spring semester, appoint a representative to the Faculty Sub-council of the Joint Presidents Council of TBR. The representative shall be selected from a pool of duly nominated candidates with a two-thirds vote of the Faculty Council and approval of the Faculty Senate President. All full-time, tenured faculty who are members of the Faculty Senate shall be eligible for nomination. Nominations must have the approval of the nominee and must be made in writing to the Faculty Senate President at least five days prior to the announced date of the selection. The appointment shall be for a term of three years with eligibility for reappointment. The appointment shall begin with the summer meeting of the Faculty Sub-council following selection. The duties of the representative shall include attendance at all Faculty Sub-council meetings and reporting on each meeting to the Faculty Council and/or the Faculty Senate. The representative shall be an ex-officio member of the Faculty Council.

Section 4: Rules of Order and Conduct

Paragraph 1: Meetings

Sub-paragraph 1: Regular Meetings

The Faculty Council will meet a minimum of twice each month of the academic year. The Senate President may elect to cancel a meeting if warranted. The Faculty Senate President will be responsible to set the number and length of Council meetings. The Faculty Senate Secretary will be responsible to inform members of the dates, times, and places of meetings.

Sub-paragraph 2: Special/Called Meetings

The Faculty Senate officers may call a special meeting of the Faculty Council. The Council membership must be notified of the meeting, in writing, at least one (1) working day in advance of the meeting. Written notification may take the form of a paper memo sent to each Senate member or may be in the form of an e-mail notification.

A special or called Faculty Council meeting may be held via any technological services available to the institution, including but not limited to newsgroups, e-mail, or closed circuit television; however, such meetings should be infrequent.

Sub-Paragraph 3: Cancellation/Rescheduling

In the event that a meeting must be cancelled or rescheduled, the Senate officers will notify the Council membership of the change at least two (2) working days in advance of the rescheduled meeting. Notification may take the form of a paper memo or e-mail notification to each Council member.

A rescheduled Faculty Council meeting may be held via any technological services available to the institution, including but not limited to newsgroups, e-mail, or closed circuit television; however, no matters requiring a vote may be resolved in such a meeting.

Paragraph 2: Order of Business

The Senate President is responsible to set the order of business; however, the Senate President must allow for the introduction of new business. In the interest of time, because of the complexity of an issue, or in order to allow time for research, the President or the Council membership may choose to table any new business introduced; however, any items so tabled must be the first order of business at the next regularly scheduled Council meeting or, prior to the next regularly scheduled Council meeting, must be the first order of business of a specially called meeting.

Paragraph 3: Quorum

A quorum will consist of a majority of the Faculty Council membership.

Paragraph 4: Voting Rules

Passage of all motions and resolutions requires approval by a majority of the voting Council membership present in the meeting. A majority is defined as "more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present" (the current edition of *Robert's Rules of Order Newly Revised*).

Voting in a Council meeting may be by voice, by show of hands, or by ballot.

Any member present may move that the vote on a motion or resolution be by ballot. In a ballot vote, the Senate secretary will serve as teller.

On issues which the Senate President judges require little discussion, the Senate President may ask the Council to vote via e-mail. However, any Council member may table the vote until the next regular Council meeting or until a special meeting of the Council is called by notifying the Senate secretary who will then notify Council members.

If action on an issue is required prior to a regularly scheduled Council meeting and insufficient time exists to call a special meeting for the purposes of a vote, the Faculty Senate President may circulate a voting sheet on which Council members can record their vote. The voting sheet should clearly state the issue under consideration and should provide a place for each Council member to sign and record his or her vote, whether yea, nay, or abstention.

Paragraph 5: Minutes

Copies of Council minutes will be distributed via e-mail to the College President, the College vice-presidents, deans, and Senate members. Senate members may request a paper copy of minutes by notifying the Senate secretary.

Paragraph 6: Actions/Resolutions/Reports

The Faculty Senate President is responsible to oversee the execution of all actions approved by the Faculty Council.

The Faculty Senate President will be responsible to communicate, in writing, all Council resolutions and/or reports to the Faculty Senate and to the appropriate persons responsible for action.

Paragraph 7: Pursuance

The Faculty Senate President will meet with the Faculty Council, the Faculty Senate, and with appropriate members of the College community relative to Council discussion, actions, or resolutions, and report to the Faculty Council and Senate decisions made, actions taken, policies established, outcomes predicted, or consequences determined.

Paragraph 8: General Rules of Order

The Senate Parliamentarian will serve as advisor to the Senate President on matters of parliamentary procedure and constitutionality. In the interests of collegiality, Council meetings are conducted informally under the leadership and guidance of the Faculty Senate President following the specific rules of order contained in the Faculty Senate Constitution and taking as their general guide to rules of conduct, the current edition of *Robert's Rules of Order Newly Revised*. Although bound by the Faculty Senate Constitution, the Senate President is not bound by Robert's Rules of Order. However, the Senate President is responsible to act in the best interests of fair, responsible, and effective parliamentary leadership. If the Council membership judges that the Senate President is not leading in the best interests of fair, responsible, and effective parliamentary leadership, the membership, by a majority vote of those present, can require the meeting to be held according to Robert's Rules of Order where those rules are not in conflict with the direct provisions of the Faculty Senate Constitution.

Article VII: Committees

Section 1: Standing Committees

The standing committees of the Chattanooga State Technical Community College Faculty Senate provide the basis for shared decision-making from all parts of the College. Faculty will have a full and meaningful role in decision-making through participation in these committees; thus, it is expected that all faculty will serve on these as necessary and that faculty will comprise a majority of the membership. Committees should reflect, in their makeup and decision-making processes, the diverse population of the Faculty Senate with due regard for the entire college community. Decisions made by these committees should reflect a consensus of the committee members. These decisions should be developed in a collegial atmosphere, allowing input from all interested parties.

All standing committees will meet at least once during each semester. All committee meetings, excluding meetings of the Tenure and Promotion Committee, the Student Appeals Committee, and the Faculty Appeals Committee, will be open to the College community. This policy will allow all members of the College to develop and maintain an on-going campus-wide awareness of issues under consideration.

The Faculty Council may, by majority vote during two consecutive regularly scheduled meeting, modify or change the structure of senate committees. Once passed by the Faculty Council, changes will go into effect on a date selected by the Faculty Council, but no sooner than the day following the next regularly scheduled meeting Faculty Senate meeting. The Faculty Senate may block any proposal of the Faculty Council regarding committee structure by a majority vote at any time in the process until the modifications go into effect.

Paragraph 1: Officers

Sub-paragraph 1: Appointments/Nominations

The Faculty Senate President will appoint a chair subject to confirmation by the Faculty Council. Any Senate committee may elect an individual to be Chair-elect for that committee.

The retiring chair and/or chair-elect may recommend an appointment to the Faculty Senate President. The chair-elect should be selected from among the Faculty Senate members serving on the committee the year previous to his or her appointment.

Nominations for the office of secretary will be taken from the floor of each committee as the first order of business in the first regular meeting of the academic year. Election to office will be by majority vote of those present.

Sub-paragraph 2: Terms of Office

The chair will serve a term of one year beginning immediately following his or her confirmation to office by the Faculty Council and ending at the confirmation of the succeeding officer. If the committee does not have a chair-elect, a chair may serve consecutive terms, if appointed by the new Senate President and if the Council approves; however, the Council is responsible to see that committees receive diverse leadership.

In those committees with chair-elects, the chair-elect will serve a term of one year beginning immediately following his or her confirmation to office by the Faculty Council and ending at the confirmation of the succeeding chair-elect at which time the retiring chair-elect will succeed the retiring chair.

The secretary will serve a term of one year beginning immediately following his or her election to office and ending at the election of the succeeding officer.

Sub-paragraph 3: Vacancies

In the event of a vacancy in the office of chair in those committees with chair-elects, the chair-elect will succeed the chair, and the Faculty Senate President will appoint a new chair-elect subject to confirmation by the Faculty Council. In the event of a vacancy in the office of chair-elect, the Faculty Senate President will appoint a new chair-elect subject to confirmation by the Faculty Council. In all other committees in the event of a vacancy in the office of chair, the Faculty Senate President will appoint a new chair subject to confirmation by the Faculty Council.

In the event of a vacancy in the office of secretary, the chair will take nominations at the committee's next regularly scheduled meeting, and election to office will be by majority vote of those present.

Sub-paragraph 4: Recall

The chair-elect or chair of a Senate committee may only be removed from office by a two-thirds vote of the membership of the Faculty Council following a recommendation to recall from either the Faculty Senate President or a signed recommendation to recall from the committee as approved by a two-thirds vote of the committee membership.

The secretary may be removed from office by a recall election. The motion to recall the secretary must be submitted in writing at a regular meeting of the committee and must be approved by a two-thirds vote of the committee membership. Immediately upon approval of the motion, nominations will be taken from the floor to fill the vacancy. After no more than ten minutes deliberation, nominations will close, and the committee will immediately elect a new secretary from among those nominated to fill the vacancy. Election to office will be by majority vote of the committee membership.

Sub-paragraph 5: Duties and Privileges

Chair

- to acquire a thorough understanding of the Faculty Senate Constitution, particularly with regard to rules for the committee to be conversant with general parliamentary law and procedure as explained in the current edition of *Robert's Rules of Order Newly Revised*.
- to preside and maintain order
- to impartially maintain and promote all committee objectives (For this reason, committee chairs are not considered representatives of any division or organization.)
- to explain and decide all questions of order
- to set and announce the agenda for each meeting
- to insure that all communications are distributed in a timely manner and to all concerned
- to perform such other duties as are in the interest of fair and proper treatment and conduct
- to debate motions
- to use "general consent" (Form: "If there is no objection, we will . . ." If an objection arises, the matter must be put to a vote.)
- to vote only in the case of a tie

Chair-elect

- to acquire a thorough understanding of the Faculty Senate Constitution, particularly with regard to rules for the committee
- to be conversant with general parliamentary law and procedure as explained in the current edition of *Robert's Rules of Order Newly Revised*
- to perform all the duties and functions of the chair in his or her absence
- to attend all meetings
- to read and review minutes and other committee correspondence
- to represent his or her division or area
- to assist in meeting committee objectives, which may include service on subcommittees
- to present and promote committee objectives, concerns, and information to his or her division or area
- to perform such other duties as are required
- to debate motions
- to vote (unless serving as chair, in which case, to vote only in the case of a tie)

Secretary

- to acquire a thorough understanding of the Faculty Senate Constitution, particularly with regard to rules for the committee

- to be conversant with general parliamentary law and procedure as explained in in the current edition of *Robert's Rules of Order Newly Revised*
- to keep minutes of the meeting, distributing copies to the membership and to the Faculty Senate Secretary
- to maintain committee records in a committee archive, a notebook containing minutes, membership records, the Senate Constitution by-laws and rules for the committee, and any other correspondence or documents related to committee business (The secretary will maintain a duplicate archive in the Faculty Senate office, distributing updates to the Faculty Senate Secretary for the archive following each committee meeting. In some committees, the chair may choose to maintain the committee archives.)
- to record the attendance of members
- to maintain a list of all members and the number of years served
- to identify vacancies in membership for the following year and notify the Faculty Senate Secretary of these vacancies each spring
- to read (or summarize) minutes of the previous meeting
- to record the name of the individual making a motion, the name of the second, and the text of the motion
- to conduct correspondence as directed
- to summarize correspondence as directed
- to conduct meetings in the absence of the chair (if the committee has no chair-elect) or in the absence of both the chair and chair-elect
- to assist the chair with distribution of materials as needed
- to perform other duties as needed
- to debate motions
- to vote, if representing a constituency (The chair may appoint a secretary ex-officio.)

Paragraph 2: Members

Sub-paragraph 1: Appointments

For purposes of determining the membership of the committees, the Senate shall have the power to define the structure of the divisions with a 2/3 majority vote. This power shall include the ability to interpret archaic references to divisions and departments on a case by case basis. This shall in no way be construed as empowering the Senate to administratively restructure the college.

Each spring the committee secretary will submit a list of committee openings by organization and division for the following academic year to the Faculty Senate Secretary. Any faculty committee representative who has completed three consecutive years of service, and who is not currently serving as chair-elect of the committee may reapply for admission to the committee; however, that member's seat will be included on the list of committee openings.

The Faculty Senate Secretary will poll the various campus organizations and divisions for volunteers to fill all openings on committees.

The Senate leadership will review the pool of volunteers and submit all names of volunteers with any recommendations to the committee chairs.

The committee chair will create a proposed membership roster from the lists of volunteers, giving preference to those who have not yet served on the committee. The chair will submit this roster to the Faculty Council for review.

The Faculty Council will review the proposed roster and either approve the faculty candidates as submitted, approve the majority of the faculty candidates with recommendations for revisions to the portion unapproved, or return the entire roster to the committee chair with suggestions for revision.

New faculty who might not otherwise have opportunity to participate on a committee may serve as ex-officio members of any committee.

Appointments of representatives are for terms of three years and each term will be from October 1 to September 30 of the following year. Appointments should be staggered to insure continuity.

Sub-paragraph 2: Term of Membership

Faculty members will serve for a term of at most three years. Faculty members who have completed a three-year term may submit their names for consideration for another term; however, in order to provide for diversity and give all faculty opportunity to serve, preference will be given to any individuals volunteering for committee service who are not currently serving on the committee. Years of service in an ex-officio capacity will not be considered when determining a term of service. Two years of service as an alternate will be considered as equivalent to one year of service as a faculty representative.

Sub-paragraph 3: Vacancies

If during the course of an academic year, a committee member's seat should become vacant, the chair will contact the organization or division from which a vacancy needs to be filled and select from the names proffered. The names of the faculty candidates will be submitted to the Faculty Council for review. If a faculty candidate is not approved by the Council, it will be the responsibility of the chair to propose another candidate.

Sub-paragraph 4: Recall of Membership

If a faculty representative fails to attend two consecutive regularly scheduled meetings of the committee and fails to provide for an alternate representative, the committee chair, no less than one week after notifying the member, in writing, of the intent to recall, may move to recall the representative's membership on the committee. The motion, which needs no second, must be approved by a two-thirds majority of the membership present. The motion to recall must be made at a regularly scheduled committee meeting. Following approval of the motion to recall, the representative's position will be treated as a vacancy, and the vacancy filled as herein explained.

Sub-paragraph 5: Duties and Privileges of Committee Members

- to be conversant with the Faculty Senate Constitution committee by-laws and general committee rules

- to attend all meetings
- to read and review minutes and other committee correspondence
- to debate motions and participate in general discussion
- to represent his or her division or area
- to assist in meeting committee objectives, which may include service on subcommittees
- to present and promote committee objectives, concerns, and information to his or her division or area
- to vote
- to perform other duties as needed

Paragraph 3 - Rules of Order

The Rules of Order should pertain to most committees; however, due to the function of the committee there may be some modifications. The differences are noted in the committee descriptions.

Sub-paragraph 1: Order of Business

It will be the responsibility of the chair to set the order of business; however, the chair must allow for the introduction of new business.

Sub-paragraph 2: Quorum

A majority of the voting committee membership will constitute a quorum. Because most faculty are employed on a nine month contract, if a committee plans to meet during the summer, the committee may determine what will constitute a summer quorum during a regular meeting of the academic year.

Sub-paragraph 3: Voting Rules

Passage of all motions requires approval by a majority of the voting committee membership present in the meeting. A majority is defined as "more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present" (*Robert's Rules of Order Newly Revised*). Voting may be by voice, by show of hands, or by ballot. Any member may move that the vote on a motion be by ballot. In a vote by ballot, the committee chair and secretary will act as tellers. If a member will be unable to attend a meeting, he or she may elect to send an alternate to vote on his or her behalf. Any alternate selected must belong to the same body as the absent member (i.e. faculty for faculty, administrator for administrator).

The chair may allow for the committee to vote by e-mail by notifying members at least twenty-four (24) hours in advance. If the chair elects to vote via e-mail, it will be the responsibility of members who do not have e-mail access to make arrangements with the chair, in advance, for registering their vote. All votes should be sent to the committee secretary (or the chair). Should any member question the outcome of a vote, that member should submit a request in writing that the chair call a special meeting to recast the ballot unless a regular meeting is scheduled within the next forty-eight (48) hours at which time the ballot should be recast. Otherwise, within twenty-four (24) hours of receiving this request,

the chair will notify members of the meeting as specified in the procedures for calling a special meeting.

Sub-paragraph 4: Ex-officio Members

Ex-officio members are individuals who, by reason of their office, have been asked to serve on the committee in an advisory capacity. Ex-officio members are non-voting; however, the committee should weigh the recommendations and judgments of ex-officio members carefully when making any decisions.

Sub-paragraph 5: Special Meetings

The chair may call a special meeting of the committee by notifying members at least twenty-four (24) hours in advance. If the chair elects to make notifications via e-mail, it will be the responsibility of members who do not have e-mail access to make arrangements with the chair, in advance, for receiving communiqués.

Sub-paragraph 6: Cancellation and Rescheduling

In the event that a meeting must be cancelled or rescheduled, the chair will notify committee members of the change. If the chair elects to make notifications via e-mail, it will be the responsibility of members who do not have e-mail access to make arrangements with the chair, in advance, for receiving communiqués.

Sub-paragraph 7: Subcommittees

A committee may create sub-committees to address specific issues as determined by the membership. These sub-committees will be composed of volunteers from the committee. The committee chair will appoint a chair for the sub-committee from those volunteering for the position. If there are no volunteers from among the members to chair the sub-committee, the committee chair will appoint a chair to the sub-committee from the committee membership. If the committee determines that a sub-committee should become a permanent part of the committee structure, a draft of sub-committee purpose, duties and responsibilities (including objectives and reports), and structure should be submitted to the Faculty Council in the form of a motion to amend the Faculty Senate Constitution.

Sub-paragraph 8: Amendments

Proposed changes in the committee constitution and by-laws must first be approved by a two-thirds vote of the committee membership. The proposed changes should then be submitted to the Faculty Council for review in the form of a motion to amend the Faculty Senate Constitution, said motion needing no second. Upon approval of the changes by the Faculty Council, the proposed changes must be submitted to the Faculty Senate in the form of a motion at a regularly scheduled Senate meeting. The Senate motion, which does not need a second, following discussion, requires a majority vote by those Senate members present for passage. Once passed, it will be the responsibility of the Faculty Senate Secretary to add the revisions to the Senate Constitution and post the changes via e-mail to the Faculty Senate.

Sub-paragraph 9: Dissolution

Recommendation to dissolve the committee must be by a unanimous vote of the committee membership.

This recommendation must then be submitted by the committee chair at a regularly scheduled Faculty Council meeting, including in the recommendation the rationale behind the recommendation.

If the Faculty Council approves the recommendation to dissolve the committee, the Council will submit to the Executive Staff of the College, at the next scheduled Executive Staff meeting, a written notice of intent to dissolve the committee which will include both the rationale provided by the committee and any relevant discussion by the Council.

The Faculty Senate President will report back to the Faculty Council, at the first regularly scheduled Council meeting following review by the Executive Staff, the Executive Staff's recommendations concerning the intent to dissolve the committee.

Following discussion and review of the Executive Staff's recommendations, any motion to dissolve the committee must be approved by a two-thirds vote of the Faculty Council membership.

Once the Council has passed the motion to dissolve, the motion must be submitted to the Faculty Senate at a regularly scheduled Senate meeting. Notice of the motion to dissolve must be made to the Senate at least one week prior to the Senate meeting. Notice may be by written memo posted in each division office or by e-mail. Notice should also be sent to satellite locations. The motion, once placed before the Senate, does not need a second, and following discussion, requires a majority vote by those Senate members present for passage.

Once passed, it will be the responsibility of the Faculty Senate Secretary to expunge the committee from the Faculty Senate Constitution, and to inform the Faculty Senate and administration, via written memo or e-mail, of the dissolution of the committee.

Sub-paragraph 10: General Rules of Order

In the interests of collegiality, Senate committee meetings are conducted informally under the leadership and guidance of the committee chair following the specific rules of order contained in the Faculty Senate Constitution and taking as their general guide to rules of conduct in the current edition of *Robert's Rules of Order Newly Revised*.

Paragraph 4 - Committees

- Academic Standards
- Adjunct
- Advising
- Credit for Life Experience
- Curriculum
 - Developmental Studies Subcommittee
 - Screening Subcommittee
- Distributed Education
- Faculty Appeals
- Faculty Handbook
- Fellows Selection
- General Education
- Honors Advisory
- Patents and Copyrights
- Professional Development

- Reasonable Academic Accommodations
 - Student Appeals
 - Tenure and Promotion
-

ACADEMIC STANDARDS COMMITTEE

Purpose

The Academic Standards Committee will develop and distribute standards pertaining to the academic curriculum and activities.

Duties and Responsibilities

Refer to Article VII for general rules for committees.

Objectives:

- review and recommend revisions for academic and collegiate standards
- develop academic and scholastic standards subject to approval by the Faculty Council (e.g. Honors, alternative delivery [distance learning, net classes, et al.], institutional certificates, scholarships, financial aid, athletic participation, grading, degree requirements, continuance, suspension, probation)
- submit Faculty Council approved standards to the Vice President of Academic Affairs for approval
- upon follow up with the Faculty Council and approval of the Vice President of Academic Affairs and the College President, notify affected areas of the college community including those responsible for revisions to the college catalog of approved standards, policies, and procedures

Structure

Membership

- faculty from each division: the number of faculty representatives from each division will be based on Full Time Equivalents (FTE) for that division compiled from statistics for the preceding year according to the following formula: the FTE divided by five hundred and rounded to the nearest whole number except that each division will receive a minimum of one representative and a maximum of three representatives
- one representative from Academic Affairs
- one representative from the Deans' Council
- ex-officio members
 - Vice President of Student Services
 - Financial Aid Director
 - representative from Student Affairs
 - one representative from the Student Government Association
 - Athletic Director

Frequency of Meetings

The committee will meet at least twice each semester.

ADJUNCT COMMITTEE

Purpose

The Adjunct Committee will serve as an advocate for and advisor to the College administration and Faculty Senate regarding adjunct faculty at Chattanooga State.

Duties and Responsibilities

Refer to Article VII for general rules for committees.

Objectives

- act as a liaison between adjunct faculty and full time faculty and administrators
- provide an open forum for discussion of issues concerning adjunct faculty
- facilitate support mechanisms for adjunct faculty (c.f., office space, computer access, workshops, in-service)
- suggest standards of performance and formal evaluation of adjunct faculty
- enhance the quality of work life for adjunct faculty

Reports/Recipients

Summary reports of recommendations will be sent to the Vice-President of Academic Affairs, the Faculty Senate President, and the College President.

Pursuance

The committee chair will report back to the committee on action taken following consultation with the Vice-President of Academic Affairs.

Structure

Membership

- seven faculty with not more than two representing any one division
- four adjunct faculty with not more than two representing any one division
It is strongly recommended that each division include representation from its off-campus adjuncts as well as those who teach primarily on campus.
- one representative from Academic Affairs
- one representative from the Deans' Council
- one representative from Human Resources
- one representative from Student Services
- one representative from the professional non-faculty
- one representative from clerical support

ADVISING COMMITTEE

Purpose

The Advising Committee will oversee and support the advising process.

Duties and Responsibilities

Refer to Article VII for general rules for committees.

Objectives

- review and evaluate the advising process
- recommend, develop, and organize advising procedures
- recommend student orientation procedures
- recommend faculty training procedures
- assist in coordinating division training sessions
- make written recommendations to the Director of Advising, Vice President of Student Affairs, Vice President of Academic Affairs, and the College President

Pursuance

The committee chair and/or recorder will follow-up with the Vice President of Academic Affairs on the status of any recommendations and report back, in writing, to the committee and to the Faculty Senate President.

Structure

Membership

- one faculty member from each division
- one representative from the Deans' Council
- one representative from Student Affairs
- one representative from clerical support
- one representative from Academic Affairs
- ex-officio members
 - one representative from the Advising Center

Frequency of Meetings

The committee will meet at least twice each semester to review the advising process from the start of the semester and to prepare for advising for the following semester.

CREDIT FOR LIFE EXPERIENCE COMMITTEE

Purpose

The Credit for Life Experience Committee assures that all Credit for Life Experience (CLE) candidates have met the requirements of CLE policy, as stated in the college catalog, and makes appropriate recommendations to the Vice President of Academic Affairs regarding the granting of college credit for specific course(s) based upon documented life experience.

Duties and Responsibilities

Refer to Article VII for general rules for committees.

Objectives:

- Review and recommend revisions for CLE standards, guidelines, forms, etc.
- Advise CLE candidates, upon demand.
- Review all steps taken by each candidate to assure they follow stated guidelines.
- Make recommendations to the Vice President of Academic Affairs regarding the awarding of college credit for specific course(s) based upon documented experience.

Reports/Recipients:

- Form I is prepared by Department Head/Division Dean (which expresses the intent of the CLE candidate and judgment of Department Head/Division Dean), is sent to the Vice President of Academic Affairs, and is then routed to the Business Office. Copies of this form are filed in the Business Office, Academic Affairs Office, and the appropriate Division Office.
- Form II (list of all of the respective course competencies which have been achieved by the related experience) is completed by the faculty committee and is forwarded to the Department Head/Division Dean along with Form III (Recommendation Form) and (with all supporting materials). After approval, at this level, the Division Dean submits copies of Form I and Form II, the original Form III, and all supporting materials to CLE Committee Chairperson. Upon approval by the committee, the entire portfolio and all three forms are sent to the Vice President of Academic Affairs for final approval. Once approved, copies of all forms and portfolio are returned to respective academic division office for permanent filing. A copy of Form III goes to CLE Committee Chairperson. The Vice President of Academic Affairs sends the original Form to the Records Office to convey approval of course credit.

Structure

Membership:

One faculty member from each division will make up the committee membership.

CURRICULUM COMMITTEE

Purpose

The Curriculum Committee will supervise the development of academic curricula in accordance with SACS Principles of Accreditation: “The institution places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty.” (3.4.12 December 2001 or most recent)

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- review TBR formats for curriculum submissions
- develop and recommend procedures for the curriculum approval process of new programs or courses

- review and recommend the approval of proposals (written according to TBR guidelines) for new academic programs of study focusing on curriculum concerns including, but not limited to, needs assessment and curriculum guidelines
- review and recommend the approval of proposals (written according to TBR guidelines) for new courses to be added to the curriculum focusing on curriculum concerns including, but not limited to, potential duplication, needs assessment, and development of appropriate syllabi
- develop and recommend procedures for the curriculum approval process of major changes in existing curricula
- review and recommend the approval of changes in existing courses which involve major revisions of content or structure
- review and recommend removal of courses and/or programs of study
- develop and recommend policies, procedures, and formats for new course syllabi
- review and recommend the approval of new course syllabi to insure that they conform to prescribed formats
- develop and recommend the *Remedial/Developmental Prerequisites/Corequisites for College Courses list*
- review academic requirements for new courses
- identify new college-level courses which may be taken by remedial/developmental students
- determine remedial/developmental prerequisites/corequisites for these new college-level courses
- update changes in prerequisites/corequisites for existing college courses
- prepare the *Remedial/Developmental Prerequisites/Corequisites for College Courses list*

Reports/Recipients

Summary reports of approved courses and programs will be sent to the Vice President of Academic Affairs and the Faculty Senate President. Individuals submitting programs or courses for approval will be notified of the committee's decision in the regularly scheduled meeting considering said proposal.

Copies of the *Remedial/Developmental Prerequisites/Corequisites for College Courses list* will be sent to the Vice President of Academic Affairs, the deans and posted on the College's intranet.

Copies of minutes for all meetings will be sent to the Faculty Senate Secretary and all Deans.

Pursuance

If any proposals have been given conditional approval subject to revisions, the chair will communicate with the originators of said proposals until such revisions have been made to the satisfaction of the committee and the Vice President of Academic Affairs.

Structure

Membership

- faculty from each division: the number of faculty representatives from each division will be based on Full Time Equivalents (FTE) for that division compiled from statistics for the preceding year according to the following formula: the FTE divided by five hundred and

rounded to the nearest whole number except that each division will receive a minimum of one representative and a maximum of three representatives. Alternates for each representative should also be selected by each division to serve in the absence of regular members.

- four representatives from the Deans' Council
- three representatives from the professional non-faculty
- one representative from the Library
- ex-officio members
 - Vice President of Academic Affairs
 - the Director of Records (or his/her designated representative)
 - person responsible for changes to the College Catalog

- Chair-elect

The chair-elect is appointed from among the faculty members on the committee and

- is responsible to conduct meetings in the absence of the chair,
- serves on the Developmental Studies Subcommittee,
- serves on the Screening Subcommittee,
- assists the chair with distribution of materials as needed, and
- performs other duties as needed.

Frequency of Meetings

Meetings will be regularly scheduled in the months of September, October, November, January, February, March, and April, with possible called meetings during the summer months.

DEVELOPMENTAL STUDIES SUBCOMMITTEE

Purpose

This subcommittee will produce the *Remedial/Developmental Prerequisites/Corequisites for College Courses* list and submit it to the Curriculum Committee for approval.

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- call for revisions from academic departments of the *Remedial/Developmental Prerequisites/Corequisites for College Courses* list
- evaluate proposed changes to the list
- approve for draft proposed departmental changes or suggest revisions to be made by departments
- prepare the revised *Remedial/Developmental Prerequisites/Corequisites for College Courses* list
- review list for consistency

- review list if returned to subcommittee for reconsideration following discussion by the Curriculum Committee

Reports/Recipients

The chair submits the *Remedial/Developmental Prerequisites/Corequisites for College Courses* list to the Curriculum Committee for final review

Pursuance

The subcommittee chair consults department heads regarding the effectiveness and appropriateness of the prerequisites/corequisites identified by the *Remedial/Developmental Prerequisites/Corequisites for College Courses* list.

Structure

Membership

The chair of the subcommittee will be selected by the Curriculum Committee chair. The subcommittee chair will select two or three other members from the Curriculum Committee membership to serve on the subcommittee. The chair-elect of the Curriculum Committee will also serve on this committee.

Term of Membership

one year

Frequency of Meeting

as needed

SCREENING SUBCOMMITTEE

Purpose

This subcommittee will determine if prescribed formats have been followed and proposed curriculum changes are ready for consideration by the full committee.

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

review and recommend revisions to drafts of proposals in order to facilitate Curriculum Committee meetings

Reports/Recipients

Individuals submitting drafts of proposals for programs or courses will be notified of the subcommittee's recommendations for revision during the subcommittee meeting reviewing said draft.

Structure

Membership

The chair of the subcommittee will be selected by the Curriculum Committee chair. The subcommittee chair will select two or three other members from the Curriculum Committee membership to serve on the subcommittee. The chair-elect of the Curriculum Committee will also serve on this committee.

Term of Membership

one year

Frequency of Meeting

The Screening Subcommittee will meet as needed some time prior to each scheduled meeting of the Curriculum Committee.

DISTRIBUTED EDUCATION COMMITTEE

Purpose

The Distributed Education Committee will assist and advise the Center for Distributed Education in the development and implementation of courses taught outside the traditional classroom setting.

Duties and Responsibilities

Objectives

In conjunction with the Center for Distributed Education, The Distributed Education Committee will

- develop policies and procedures for the development of alternative delivery courses
- create templates for course presentation
- review proposals for course development submitted by division deans
- facilitate achievement of objectives established by division course development teams (each division will create a team to assist division faculty create courses in their field of expertise)
- approve reimbursement for development and revision of courses
- coordinate course evaluation activities

Reports/Recipients

Copies of all policies and procedures developed will be sent to the Faculty Council, the Vice President of Academic Affairs, the Director of the Center for Distributed Education and the College President. Approved proposals for course development and course templates will be sent to the Vice President of Academic Affairs, the Director of the Center for Distributed Education and appropriate Deans. Lists of those faculty identified as qualifying for reimbursement for developing or revising courses will be sent to the Vice President of Academic Affairs and appropriate Deans. Reports on course evaluation activities will be sent to the Vice President of Academic Affairs, the Director of the Center for Distributed Education , appropriate Deans and appropriate faculty.

Pursuance

The committee chair and/or secretary will follow-up with the Faculty Council and the Vice President of Academic Affairs and report, in writing, to the committee and to the College President.

Structure

Membership

- Faculty from each academic and the Industrial Technology division: the number of faculty representatives from each academic and the Industrial Technology division will be based on Full Time Equivalents (FTE) for that division compiled from statistics for the preceding year according to the following formula: the FTE divided by five hundred and rounded to the nearest whole number except that each division will receive a minimum of one representative and a maximum of three representatives. Selected faculty members should be experienced in the development and/or presentation of alternative delivery courses.
- One faculty member at-large selected by the Faculty Senate President
- One academic/Industrial Technology dean
- Ex-officio members:
 - The Director of the Center for Distributed Education
 - Vice President for Technology
 - One representative from Media Services
 - Director of Academic Computer Systems

The chair of the committee will vote only in the event of a tie vote. The committee may vote to change or add members to the committee to facilitate function.

Term of Membership

The Faculty Senate President will appoint the chair for a term of one year.

As openings arise, division Deans will appoint faculty representatives for terms of three years. Appointments of representatives should be staggered to insure continuity.

The term limits for other members of the committee will be set by their respective organizations.

All faculty appointments are subject to confirmation by the Faculty Council.

Frequency of Meetings

The committee will meet at least twice each semester.

FACULTY APPEALS COMMITTEE

Purpose

The Faculty Appeals Committee will hear, review, evaluate, and make recommendations concerning faculty appeals regarding issues such as promotion, faculty evaluation, and disciplinary action.

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- review TBR policies and procedures regarding faculty
- review Chattanooga State policies and procedures regarding faculty, particularly as contained in the Faculty/Staff Handbook and the Faculty Evaluation Process
- review the faculty appeals process
- recommend to the Faculty Senate changes in the faculty appeals process
- hear and review specific appeals
- evaluate evidence presented in appeals
- make recommendation on appeals in accord with TBR and Chattanooga State policies, and in the interests of fair and equitable treatment
- recommend action to Vice President of Academic Affairs and College President
- maintain confidentiality regarding all matters and information regarding any appeal

Reports/Recipients

A summary statement on the outcome of each appeal will be sent to the Faculty Senate President, the Vice President of Academic Affairs, and the College President. A summary explanation of judgments and recommendations will be sent to the principals in the appeal.

Minutes for all meetings will be sealed. Sealed copies of these minutes will be archived in the Faculty Senate office and in a committee notebook to be maintained by the committee chair or secretary.

Pursuance

The committee chair will report back to the committee on action taken following consultation with the Vice President of Academic Affairs and the College President.

Structure

Membership

one tenured and fully promoted (e.g. an Associate-Professor not pursuing a doctoral degree)
faculty member from each division

Frequency of Meetings

The committee will meet at least once each semester, and as needed to address specific appeals or to review changes in policies and procedures.

FACULTY HANDBOOK COMMITTEE

Purpose

The Faculty Handbook Committee will review the handbook annually and make recommendations to the Director of Human Resources for revisions as needed.

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objective

- review TBR policies and procedures regarding faculty
- review CSTCC policies and procedures regarding faculty
- review the Faculty Senate policies and procedures regarding faculty
- review the Faculty Handbook and faculty evaluation process
- recommend to the Faculty Council needed changes in the handbook
- make recommendations for changes to the handbook as they are approved

Reports/Recipients

- The committee will make recommendations to the Faculty Council for any needed revisions in the handbook.
- Report all recommendations for changes in the handbook to the Faculty Senate president, Vice-president of Academic Affairs, the College President, and the Director of Human Resources.

Structure

Membership

- one faculty representative from each division
- one representative from Human Resources
- ex-officio
 - Vice-president of Academic Affairs
 - immediate past president of Faculty Senate
- Chair-elect: The chair-elect is appointed from among the faculty members on the committee

FELLOWS SELECTION COMMITTEE

Purpose

Established by the Chattanooga State Foundation, the Chattanooga State Fellows provides professional encouragement and support to the Chattanooga State faculty and staff. It is the responsibility of the Fellows Selection Committee to review, evaluate, and administer fellowships that meet the purposes and objectives of the Chattanooga State Fellows Program.

- To provide an avenue for professional growth and satisfaction by allowing faculty and other professionals the time and opportunity to engage in applied and educational research, publication, learning experiences, etc.
- To provide the opportunity for sharing information, teaching methods, educational and applied research, and experiences of Chattanooga State internally and with the national community college network in particular and the national academic community as a whole.
- To provide local recognition for faculty and staff for outstanding professional effort, with the possibility of regional and national recognition also, acknowledging that such recognition for individuals can only reflect favorably on our institution.
- To stimulate an increased interest in applied educational research and publication in our college community.
- To reward faculty and staff for creative, inventive thinking, thereby motivating others on our staff to engage in such efforts resulting in an improved atmosphere of discussion, cooperation, and scholarly inquiry.

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- recruit applicants for fellowships
- review and evaluate applications for fellowships
- select projects and/or candidates for award of fellowships
- administer funds after completion of fellowship
- publicize awards of fellowships
- report on fellowships to the Chattanooga State Foundation

Reports/Recipients

- The committee will send a notice of acceptance/denial to each applicant informing him or her of the committee's decision.
- Upon awarding of a fellowship, the committee will notify, in writing, the College President, the Faculty Senate President, the Foundation liaison, and the respective dean(s) of candidates, in summary form, those awarded scholarships, the proposal titles, the amounts awarded, and the projected completion dates.
- Fellowship recipients are required to submit reports of their completed project to the committee. The original report will be forwarded to the Foundation liaison and a copy retained for the committee's archive.
- Each year at the Faculty Awards Program, the committee will present a list of fellowships completed since the last Faculty Awards Program.
- The committee will submit a written annual report, in summary form, listing those awarded scholarships with their proposal titles, amounts awarded, and completion dates to the College President, the Faculty Senate President, the Foundation liaison, the respective deans of candidates, and the Board of Directors of the Chattanooga State Foundation.

Pursuance

The committee will not administer funds for any fellowship until all conditions of the fellowship are met, including a submission by the recipient of a short written report to the committee and an

oral presentation and/or demonstration by the recipient to a group deemed appropriate by the committee.

Structure

Membership

- three faculty members from any division
- one representative from the college community, preferably from professional non-faculty (Since this representative is drawn from the college community, faculty will be allowed to fill this position also.)
- one representative from the Deans' Council
- ex-officio members
 - the Foundation liaison (or a representative designated by the liaison or by the Foundation)
 - the College President

Frequency of Meetings

The committee will meet once each semester to review, evaluate, and approve/deny applications for fellowships, and at least once each semester to review completed fellowships.

GENERAL EDUCATION COMMITTEE

Purpose

The General Education Committee will monitor internally all courses within the General Education Program and ensure that the courses satisfy the goals and measurable outcomes for each category established by the General Education requirements.

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- Develop a methodology for evaluating and recommending that courses do satisfy the general education requirements.
- Recommend acceptance and approval of courses satisfying the general education requirement.
- Coordinate with the curriculum committee to assure all general education requirements are met for all degree programs.
- Develop assessment strategies for each category of the general education core requirements.
- Assist the Vice President of Academic Affairs with the program assessment of general education by documenting outcomes.

Reports/Recipients

Copies of the methodology for selection and assessment of the courses which meet the category requirements for the general education core will be sent to the Faculty Council, the Vice President of Academic Affairs, the President of the College, the chair of the Curriculum Committee and the statewide General Education Committee.

The General Education Committee will maintain a current list of courses which satisfy the general education core. This list of courses will be provided to the Faculty Council, the Vice President of Academic Affairs, the President of the College, and the statewide General Education Committee.

Pursuance

The committee chair and/or secretary will follow-up with the Faculty Council and the Vice President of Academic Affairs and report as needed to the committee, the College President, and/or the statewide General Education Committee.

Structure

Membership

- One faculty member from each of the General Education Core areas: Communications, Humanities and/or Fine Arts, Social/Behavioral Sciences, History, Natural Sciences, and Mathematics.
- One faculty member each from Allied Health, Engineering Technology, Business and Information Systems, and Industrial Technology.

HONORS ADVISORY COMMITTEE

Purpose

The Honors Advisory Committee will develop, recommend, and distribute standards and procedures pertaining to the Honors Program curriculum and activities.

Duties and Responsibilities

Objectives

- review and recommend revisions for Honors Program standards
- develop Honors academic and scholastic standards subject to approval by the Faculty Council and Administration of the College. This is to include the development of standards for faculty teaching in the Honors Program
- recommend standards for Honors students' acceptance and retention
- develop and recommend policies and procedures for administering the Honors Program
- assist in reviewing the Sixteen Characteristics of a Fully-Developed Honors Program approved by the NCHC, and make recommendations to improve the Honors Program in accordance with those characteristics
- notify affected areas of college community of approved standards, policies, and procedures
- submit all approved changes to those responsible for revisions to the college catalog

Reports/Recipients

Copies of all standards, procedures, and revisions will be sent to the Faculty Council, the Vice President of Academic Affairs, and the College President. Lists of those students identified as qualifying as Honors awards recipients will be sent to the Vice President of Academic Affairs. Approved standards will be sent to those interested areas of the college community affected by said standards.

Pursuance

The committee chair and/or secretary will follow-up with the Faculty Council and the Vice President of Academic Affairs and report, in writing, to the committee and to the College President.

Structure

Membership

- two faculty representatives from each of the academic areas of Math and Science, Humanities, and Social and Behavioral Sciences
- one faculty representative from the areas of Engineering, and Business and Information Systems
- one representative from Financial Aid and/or Student Services
- one representative of the Honors Student Council
- ex-officio – Coordinator of the Honors Program

PATENTS AND COPYRIGHTS COMMITTEE

Purpose

The Patents and Copyrights Committee will review and investigate the rights and responsibilities of all parties within the college related to patents and copyrights.

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- review relevant TBR and institutional policy
- advise the college community regarding the process and procedure for patent and copyright disclosure
- advise the College President in all matters relating to policy
- conduct such investigation as may be necessary to assess the rights and responsibilities of all parties
- receive from the College President, or his or her designee, referral of any disclosure made by employed members of the institutional community concerning all inventions, discoveries, and copyrightable materials as described by TBR policy
- expeditiously seek to determine the extent to which the invention, discovery, or copyrightable materials resulted from institutional or other sponsorship, or involved a significant use of institutional resources
- advise the College President as follows:
 - If the Committee establishes that no institutional or external sponsorship or no significant use of institutional resources were involved, it will advise the institution to waive all claims.
 - If the Committee establishes that institutional sponsorship, external sponsorship, or significant use of institutional resources were involved, it will so advise the College President.
 - If the Committee establishes that external sponsorship was involved, it will determine the terms of the sponsorship agreement as it relates to patents and copyrights and advise the College President and those providing disclosure of such terms. Where the terms of the

external sponsorship do not provide for the disposition of patents and copyrights, the institutional and TBR policies will be followed.

-In all cases where the institution requires the assignment of patents and copyrights to it, or when the institution assigns its rights to the person disclosing discoveries or copyrightable materials, and when institutional sponsorship or significant use of institutional resources were involved, the Patents and Copyrights Committee will recommend to the College President a royalty-sharing arrangement, taking into account contributions by the individual and the institution as described by TBR policy.

Reports/Recipients

Copies of the committee's recommendation regarding each referral will be sent to the individual(s) providing disclosure, that (those) individual(s)'s dean(s), the Faculty Senate President, and the College President.

Structure

Membership

All members should have experience in research, innovation, and/or the production of copyrighted materials.

- one representative from each division
- one representative from Professional non-faculty
- one representative from clerical support
- one representative from the Library
- one representative from Distributed Education.

Professional Development Committee

Purpose

The Professional Development Committee will distribute funds from its account to support approved professional development activities of faculty and staff.*

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- support general faculty/staff development
- establish procedures for submission of proposals and criteria for disbursement of committee funds
- notify faculty/staff of policies, procedures, and availability of Professional Development Committee funds
- evaluate individual proposals based on the criteria established by the committee
- award funds based on committee's evaluation
- administer Professional Development Committee's account

Reports/Recipients

Individual letters will be sent to each applicant and the appropriate dean regarding committee

Structure

Membership

- two faculty members from each of the academic divisions
- two representatives from the Deans' Council
- three representatives from professional non-faculty
- three representatives from clerical support
- the Vice-President of Academic Affairs (or designated representative)
- the retiring chair

Frequency of Meetings

The committee will operate on an October 1 - September 30 calendar, meeting in October, November, January, February, March, April, August, September, and at other times as needed.

*To help ensure confidentiality, any money needed for professional development activities intended to remediate weaknesses identified by the faculty evaluation process should come from division budgets or funds designed specifically for faculty remediation.

REASONABLE ACADEMIC ACCOMMODATIONS COMMITTEE

Purpose

The Reasonable Academic Accommodations Committee will assist in the development, review, and coordination of policies and procedures for determining reasonable academic accommodations for individuals with disabilities.

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- in concert with the Office of Disabilities Support Services, establish and review procedures for requesting and accessing accommodations
- disseminate information about services available through Disabilities Support Services
- if the requested accommodations are deemed unreasonable by the student, faculty, or Office of Student Development, provide hearing of the concerns and make recommendations to the Vice President of Academic Affairs

Reports/Recipients

Copies of all reports will be sent to the Office of Disabilities Support Services, the Vice President of Academic Affairs, the Affirmative Action/Equal Employment Opportunity Officer, the Faculty Senate President, the College President, and the department head and the dean where an accommodation is made.

Pursuance

The chair will submit an annual report to the Faculty Council and will follow up individual cases with the Director of Disabilities Support Services.

Structure

Membership

- two representatives from each division
- one representative from the Deans' Council
- Director of Disabilities Support Services
- one representative from Student Services
- Ex officio: Affirmative Action/Equal Employment Opportunity Officer

STUDENT (ACADEMIC) APPEALS COMMITTEE

Purpose

The Student Appeals Committee will hear, review, evaluate, and judge individual student appeals of academic records, academic suspensions, admissions in response to disciplinary actions taken by other institutions, and/or final appeals of disciplinary action taken by the College.

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- hear and review appeals
- evaluate evidence presented in appeals
- make judgment on appeals
- recommend action to Vice Presidents of Academic Affairs and of Student Services

Reports/Recipients

Summary reports on the outcomes of all academic appeals will be sent to the Faculty Senate President and the Vice President of Academic Affairs. Summary reports on the outcomes of all disciplinary appeals will be sent to the Vice President of Student Services.

Structure

Membership

- one faculty member from each division
- the Vice President of Academic Affairs (or designated representative)
- the Vice President of Student Affairs (or designated representative)
- one representative from the Deans' Council
- one representative from clerical support
- one representative from student services
- one representative from the Student Government Association
- *chair-elect (optional, appointed from the committee membership by the Faculty Senate President)*

Frequency of Meetings

Appeals will be delivered to the committee by the Vice President of Student Services at which time the chair will set an agenda and call for a meeting.

TENURE AND PROMOTION COMMITTEE

Purpose

The Tenure and Promotion Committee will evaluate candidates' effectiveness and potential as faculty members for consideration of tenure, evaluate faculty candidates for promotion, and make recommendations to the Administration regarding changes in procedures and policies for the tenure and promotion process.

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- review the same documentation and information pertaining to faculty performance as is furnished to the faculty member's dean
- review recommendations by deans
- recommend to the Vice President of Academic Affairs approved candidates for tenure and/or promotion
- make recommendations regarding changes in procedures and policies for the tenure and promotion process when necessary

Reports/Recipients

The names of those recommended for tenure and/or promotion will be sent to the Vice President of Academic Affairs.

The number of candidates recommended for tenure and/or promotion will be sent to the relevant deans, the Faculty Senate President, and the College President.

Summary minutes for all meetings (with candidates' names omitted) will be sent to the Faculty Senate Secretary and archived in the committee notebook to be maintained by the committee chair or secretary.

Pursuance

The committee chair will confirm the number recommended to the TBR by the Vice President of Academic Affairs and report that to the committee and the Faculty Council.

Structure

Membership

- one tenured faculty member who is not being considered for promotion from each academic and the Industrial Technology division
- Chair-elect: The chair elect is appointed from among the faculty members on the committee

Frequency of Meetings

as needed

Section 2: Ad hoc Committees

Ad hoc committees of the Chattanooga State Technical Community College Faculty Senate may be called by the Faculty Senate President or by majority vote of those members present in the Faculty Council or Faculty Senate. Ad hoc committees are called in response to specific needs or tasks as perceived by the Senate leadership, Council, or Senate body, or as requested by the administration. The committee, as an entity, will exist until the need has been addressed or the task accomplished, or until dissolved by vote of the Faculty Senate. The committee chair, appointed by the Faculty Senate President, will work with the Senate leadership to develop a committee membership which will serve on the committee for, at most, three academic years. Faculty will have a full and meaningful role in decision-making through participation in these committees; thus, it is expected that any faculty may serve on these as necessary and that faculty will comprise a majority of the membership. Committees should reflect, in their makeup and decision-making processes, the diverse population of the Faculty Senate with due regard for the entire college community. All other general guidelines, policies, and rules for standing committees as defined in this Faculty Senate Constitution apply to ad hoc committees.

Any ad hoc committee may petition the Council for inclusion as a permanent standing committee of the Faculty Senate. With the petition, the committee must submit to the Council a draft of committee by-laws which the Council may review and revise, and a written rationale. Following approval by the Council, the revised draft of committee by-laws for the proposed standing committee will be presented to the Faculty Senate, at a regularly scheduled Senate meeting, for consideration as an amendment to the Faculty Senate Constitution

Article VIII: Amendments

Any member of the Faculty Senate may initiate an amendment.

Any proposed amendment to the Faculty Senate Constitution must be submitted to the Faculty Council at a regularly scheduled meeting of the Faculty Council.

Upon approval by a majority vote of the Council members present, the proposed amendment to the Faculty Senate Constitution must be submitted in writing with the Faculty Council recommendations to the Faculty Senate membership at least three (3) working days prior to the meeting at which it is to be considered. Written notification may take the form of either a paper memo or an e-mail notification sent to each Senate member.

The proposed amendment must be approved by a two-thirds vote of the Senate members present at the first regular or called meeting following approval by the Faculty Council. The authority granted to the Faculty Senate by the Constitution to overrule or amend any action made by the Faculty Council shall include the power to amend proposed amendments to the Constitution submitted to the Senate by the Council so long as the change does not expand the proposed amendment.

The Faculty Senate Secretary will note the approved amendment and maintain the official copy of the Faculty Senate Constitution.

The Faculty Council shall make available, on demand, to any Senate member an electronic copy of this Constitution. The Faculty Council may, from time to time, commission the printing of the Constitution.

Changes to the Faculty Senate Constitution shall be done by amendments that shall be numbered with Roman numeral in the order of passage and dated with the date of effective approval by the Faculty Senate. The main wording of the Constitution shall remain unchanged but read with amendments that are later made part of the Constitution.

An index of the original Constitution will be periodically prepared to cross index to amendments.

The Faculty Council shall interpret any discrepancy in the meaning of the Constitution when read with the amendments.

Article IX: Referenda

A referendum on any issue of importance to the faculty of Chattanooga State Technical Community College may be held in the following manner:

Any Faculty Senate member may initiate a referendum by appearing before the Faculty Council to explain the issue and to request a referendum on that issue. The referendum must be approved by a majority vote of the Council before being submitted to the Senate for consideration.

The Faculty Senate President may initiate a referendum by presenting the issue directly to the Faculty Senate for consideration.

Any Senate member during a Senate meeting may move that a vote on a motion before the Senate be taken by referendum. The motion to vote by referendum must be seconded.

All submissions of, or requests for, or motions for referenda must be approved by a majority vote of the active members present at the Faculty Senate meeting at which the referendum is submitted, requested, or moved.

Notification of the referendum will be distributed in writing to all Faculty Senate members at least three (3) working days in advance of the first day of referendum voting and will contain the days and times for voting. Written notification may take the form of a paper memo sent to each Senate member or may be in the form of an e-mail notification.

Voting will occur on two consecutive workdays, a combination of a Tuesday or Thursday and a Monday, Wednesday, or Friday.

The hours of voting will cover both morning and afternoon hours and will allow a reasonable period of time to allow access.

Voting will occur in the Faculty Senate office, or that not being available, a public area within the main campus readily accessible to all faculty. Provision will be made to allow easy participation by faculty working at off-campus sites.

Each faculty member will indicate her/his preference upon a prepared ballot, such ballot being placed in a ballot box constantly attended during all balloting hours. Upon placing her/his ballot in such a box, the faculty member will sign a form indicating that a ballot has been prepared. No faculty member may cast more than one ballot for any reason. At the time the ballots are tallied, the number of ballots and signatures will be compared. Any discrepancy will render the referendum vote void and will require another vote.

The ballots will be tallied concurrently by the Officers of the Faculty Senate.

The issue must carry a majority of those casting a vote in the referendum to pass.

Article X: Dissolution

A recommendation to dissolve the Faculty Council or Faculty Senate must be signed by a majority of the active Senate membership and submitted at a regularly scheduled Faculty Senate meeting, including in the recommendation the rationale behind the recommendation.

Notice of the recommendation to dissolve must be distributed to Senate members at least one week prior to the Senate meeting. Notice should be by e-mail and written memo posted in each division office and satellite location.

The recommendation to dissolve must be the last order of business for the day.

Following discussion, the recommendation requires a majority vote by those Senate members present in order to become a resolution to dissolve.

If the Faculty Senate approves the recommendation to dissolve, the Senate President will submit to the Executive Staff of the College at the next scheduled Executive Staff meeting, a written notice of the resolution to dissolve that will include both the rationale provided in the original recommendation plus any relevant discussion by the Senate.

The Faculty Senate President will report back to the Faculty Senate at the first regularly scheduled Senate meeting, following review by the Executive Staff, the Executive Staff's recommendations concerning the resolution to dissolve.

Following discussion and review of the Executive Staff's recommendations, any motion to dissolve the Faculty Senate or Faculty Council must be approved by a two-thirds vote of the active Senate membership at a regularly scheduled meeting of the Faculty Senate.

Article XI: Indemnity

Chattanooga State Technical Community College is a Tennessee Board of Regents (TBR) institution and an Equal Opportunity/Affirmative Action college. Chattanooga State Technical Community College does not discriminate against any individual on the basis of race, color, religion, disability, sex, or national origin.

Amendments

Amendment I. –Professional Development Committee Changes (10-09-06)

Part A: Remove all references to staff in the Professional Development Committee

Part B: Change the name of the Professional Development Committee to Faculty Professional Development Committee.

Part C: Add a section on the Disbursement of Funds

Part D: Change the first paragraph under Frequency of Meetings to the following:

The committee will operate on an October 1 - September 30 calendar. Meetings will be held once a month (in person and/or virtually) during October, November, January, February, March, April, August, September, and at other times as needed. To expedite the voting process, voting may be done by e-mail.

Part E: Change the Structure to the following:

Two representatives from each academic division

Two representatives from TTC
One representative from Dean's Council
Vice-President of Academic Affairs, or Designee
Chair of the Staff Professional Development Committee
Retiring chair of the Committee

Original: **Professional Development Committee**

Purpose

The Professional Development Committee will distribute funds from its account to support approved professional development activities of faculty and staff.*

Duties and Responsibilities

Refer to Article VII for general rules for committees

Objectives

- support general faculty/staff development
- establish procedures for submission of proposals and criteria for disbursement of committee funds
- notify faculty/staff of policies, procedures, and availability of Professional Development Committee funds
- evaluate individual proposals based on the criteria established by the committee
- award funds based on committee's evaluation
- administer Professional Development Committee's account

Reports/Recipients

Individual letters will be sent to each applicant and the appropriate dean regarding committee

Structure

Membership

- two faculty members from each of the academic divisions
- two representatives from the Deans' Council
- three representatives from professional non-faculty
- three representatives from clerical support
- the Vice-President of Academic Affairs (or designated representative)
- the retiring chair

Frequency of Meetings

The committee will operate on an October 1 - September 30 calendar, meeting in October, November, January, February, March, April, August, September, and at other times as needed.

*To help ensure confidentiality, any money needed for professional development activities intended to remediate weaknesses identified by the faculty evaluation process should come from division budgets or funds designed specifically for faculty remediation.



Change to: Faculty Professional Development Committee

Purpose: The professional Development Committee will distribute funds from its account to support approved professional development activities of faculty.

Duties and Responsibilities

Refer to Article VII for general rules for committees.

Objectives:

- Support general faculty development
- Establish procedures for submission of proposals and criteria for disbursement of committee funds
- Notify faculty of policies, procedures and availability of Professional Development funds
- Evaluate individual proposals based on the criteria established by the committee
- Award funds based on the committee's evaluation
- Administer Faculty Professional Development Committee's Account

Disbursement of Funds

The Professional Development Committee awards money to permanent full-time faculty to supplement departmental/divisional travel and other funds for attending professional development activities that will enhance the job performance of Chattanooga State employees.

Educational activities considered appropriate for individual funding include seminars, conferences, workshops, professional meetings and conventions that will significantly impact the ability of the employee to do his/her job better. Funds may also be used to cover college approved expenses for an event with an outside presenter(s) to give seminars, workshops, and/or training sessions.

Up to 50% of the total expense can be awarded, with a maximum limit of \$800, per fiscal year to any one application. If an applicant is unable to attend the event or the designated outside presenter(s) cancel, the awarded funds will be automatically return to the Faculty Professional Development Committee Budget for reallocation.

Funds are not intended to be transferable or used for courses or degree study.

Reports/Recipients

Individual letters will be sent to each applicant and the appropriate dean regarding committee decision.

Structure

Two representatives from each academic division
Two representatives from TTC
One representative from Dean's Council
Vice-President of Academic Affairs, or Designee
Chair of the Staff Professional Development Committee
Retiring chair of the Committee

Frequency of Meetings

The committee will operate on an October 1 - September 30 calendar. Meetings will be held once a month (in person and/or virtually) during October, November, January, February, March, April, August, September, and at other times as needed. To expedite the voting process, voting may be done by e-mail.

To help ensure confidentiality, any money needed for professional development activities intended to remediate weaknesses identified by the faculty evaluation process should come from division budgets or funds designed specifically for faculty remediation.

Amendment II - Disband Distributed Education Committee: (10/23/06)

The Distributed Education Committee shall be removed from the list of Faculty Senate standing committees. The duties and responsibilities that were assigned to the committee will be fulfilled by the college-wide Distributed Education Advisory Committee.

Amendment III – Faculty Handbook Committee Changes: (10/23/06)

Part A: Change the name to Employee Handbook Advisory Committee

Part B: Change all references to Faculty Handbook to Employee Handbook

Part C: Change references from “procedures regarding faculty” to “procedures regarding faculty /staff” as appropriate

Part B: Change the structure to the following:

Membership

- one faculty representative from each division and TTC
- one representative from Human Resources
- one professional staff representative
- one support staff representative
- ex-officio
 - Vice-president of Academic Affairs
 - immediate past president of Faculty Senate
 - immediate past president of Professional Staff
 - immediate past president of Support Staff
- Chair-elect: The chair-elect is appointed from among the faculty members on the committee